CITY OF GALT
AGENDA
PARKS & RECREATION COMMISSION MEETING
CITY COUNCIL CHAMBERS, 380 CIVIC DRIVE, GALT, CA
September 11, 2013
7:00 P.M.

Chairperson: Brendan Moore
Commission: Don Buchanan, Chris Smith, Janice Reuthinger, Brent Steele

1. CALL MEETING TO ORDER

2. ROLL CALL:
a. **Commissioners Present:**
b. **Commissioners Absent:**

3. CHANGES TO THE ORDER OF AGENDA

4. PUBLIC COMMENT: Under Government Code Section 54954.3, members of the public may address the commission on non-agenda items. Speakers may also address the commission on any agenda item during consideration of the item. Speakers shall restrict their comments to issues that are within the subject matter jurisdiction of the commission and limit comments to a maximum of five (5) minutes. Please fill out a speaker sheet located on the table inside the entrances to the council chambers and forward the completed speaker sheet to the commission secretary. Please state your name and city of residence prior to making your comments.

5. ACCEPTANCE OF MINUTES OF THE MEETING OF August 14, 2013

6. PRESENTATIONS – P.A.L.S. Program – Chief Bill Bowen

7. OLD BUSINESS
a. Parks and Recreation Facility / Program Sponsorships Policy - Solis
b. Country In the Park – Solis

8. NEW BUSINESS

9. UPCOMING COUNCIL AGENDA ITEMS

10. UPCOMING EVENTS

- **Lighting of the Night Event – December 1st**

11. COMMISSIONERS REPORTS/COMMENTS

a. Chairperson Moore
b. Vice- Chairperson Buchanan
c. Commissioner Reuthinger
d. Commissioner Smith
e. Commissioner Steele

12. STAFF COMMENTS

13. FUTURE AGENDA ITEMS

ADJOURNMENT

ARMANDO SOLIS, SPECIAL PROJECTS ADMINISTRATOR: The agenda for this Parks and Recreation Commission meeting was posted in the following listed sites before 5:00 p.m. on the Friday preceding the meeting.

1. City Hall Lobby, 380 Civic Drive
2. U.S. Post Office, 600 N. Lincoln Way
3. Galt Parks and Recreation Department, 610 Chabolla Avenue

CITY OF GALT

MINUTES

GALT PARKS AND RECREATION COMMISSION MEETING

Council Chambers, 380 Civic Drive, Galt, California
Wednesday, August 14, 2013

The meeting was called to order at 7:00 p.m. by Commissioner Steele. Roll call was taken. Commission Smith was absent.

Staff members present: Recreation Supervisor, Monica Lopez, Street Superintendent Adin Selby and Administrative Assistant Deborah Porteous-Toste.

CHANGES TO THE ORDER OF THE AGENDA - None

ACCEPTANCE OF MINUTES

ACTION: Reuthinger moved to accept all minutes of May 8, 2013 meeting and the motion was seconded by Steele. With no objections to the minutes they were approved.

PRESENTATIONS – SOAR Presentation – Schools Out Academic and Recreation

Lopez presented information on the departments after school program currently being held at Marengo Ranch, River Oaks and Lake Canyon Elementary Schools.

Each school is a little different based on what is available at each school for the program i.e. multipurpose room, classrooms, or playground.

Soar is offered everyday school is in session MTTHF starts at 2:30 p.m. – 6:00 p.m. Wednesdays start at 1:00 and minimum days once school gets started are 1:00 p.m. and 12:30 p.m.

SOAR staffing consists of a Soar Supervisor and a minimum of two staff members on site at all times. The ratio of staff to students is 1 to 20. The cost for the program is $115 per child per month with no pro-rations or late fees.

Lopez on a Power Point showed an example of the guidelines for a daily schedule for the SOAR program. Guidelines are flexible to accommodate the age groups that are in the program depending on the site and the coordinators. Lopez gave examples of arts and crafts versus outdoor activities.

This year the department offered a summer SOAR program from June 10th – Aug 16th at River Oaks Elementary School. This program was opened to all students entering the 1st – 6th grade. The average number of students that attended the summer program was 12 weekly. Summer SOAR was $125 per week which ran from 7:00 a.m. – 6:00 p.m. Later in the summer the program was broke down to MWF or TTH only, mornings or afternoons only etc at a lesser fee.

Weekly schedule for program posted on the website and had a theme. Lopez showed pictures of different theme weeks and a field trip to the fire station.

Steele asked if you can sign up at any time. Lopez responded yes and reiterated that there is no prorating so it is suggested to begin at the first of the month. The only exception is the first month where the last 2 weeks in August is included in September's fee at no additional cost. The monthly fee is due the Thursday before the first day of the month and if fee has not been paid the student cannot attend.

The maximum students last year after school SOAR program was 28 or 29. The average per site was 25 students.

Moore mentioned the 21st Century after school program that the High School used to have and asked if SOAR would consider expanding to include the High Schools. Lopez noted that the SOAR program came out of a request from the school district for the department to provide an after school program. If the HS district felt there was a need and wanted to approach the City Manager, it would be something the department could definitely look into.

Lopez mentioned that some of the students are coming from other schools because they were not accepted into the ASES program which is academic. When asked by Reuthinger how the students got to the other sites, Lopez responded that is was up to the student to get there and when they get there then they belong to us.

OLD BUSINESS

a. **Subject:** Landscape Maintenance Contract – Selby

The City awarded 2 contracts for the fiscal year. The City was successful in piggybacking off of a contract that CSD had with their landscape contractor which provides us with all landscape of all of our parks. Selby explained the cost savings by doing this. The department felt that they couldn't get a better deal if they went out to bid so the piggy back option began July 1. Professional Landscape Services who we had before is now doing the entire City streetscapes, all facility maintenance and open space.

b. **Subject:** Staffing Changes – Selby

Selby was happy to report with the new landscape contracts the department was able avoid layoffs. The department now has 1 vacant position which has been eliminated. Another position we did recruitment and transferred one person over to the Streets unit. That allowed remaining Park staff City staff to spend more time on irrigation, playground safety inspections and repairs, tree maintenance, replacing dead plant material. Staff is concentrating on getting the playgrounds in order. We now have 2 certified playground safety inspectors. Staff has been spending a lot of time with irrigations technicians from both companies to make sure that the irrigation is working properly before staff takes over the irrigation responsibilities.

Duties that staff is continuing to do is maintaining the parks grounds, field preps, special events set up, Aquatic Center Maintenance – trying to put more time into it, 2nd mowing of athletic fields, and tree maintenance.

Unfortunately the department has had some staffing issues due to the resignation of 2 part time temporary staff of which were able to get one back leaving one position open. Also the department has a vacant full time position with that individual moving to the Waste Water treatment plant. So with the vacancies Adin is working with HR to get recruitment started.

Steele asked about the certified playground safety inspectors. Adin said that they are certified through CPRS courses. He will be taking a course soon to become certified.

Steele asked about the underpass on Carillion full of water. Selby reported that he believes it is from the water irrigation off of Marengo. Presently vector control is checking it out for mosquitoes. They are dealing with Army core of engineers getting access.

NEW BUSINESS

a. **Subject:** Parks and Recreation Facility / Program Sponsorships Policy – Lopez (Recommendation to City Council)

Lopez presented the recommendation proposed by staff for the Parks and Recreation Facility/Program Sponsorship Policy. The policy will allow City Manager or his designee to authorize sponsorships up to $5,000. So if we have an event, a committee can come up with criteria for the different level of sponsorships and as long as it is under or up to the $5000 and present the proposal. Jason or his designee can chose on whether or not to do the sponsorship and/or how to implement it.

The staff report goes on to say what you can and can't do i.e. Adult businesses, sale of alcohol, tobacco, marijuana, firearms, pornography, etc and conflict of interest with the City.

Sponsorship plan benefits Community Advertising, an event or something specific to like the scoreboards at the Sports Complex. An example would be the cost of a scoreboard would be paid for by a sponsorship for advertising. Other ideas presented by Lopez could be looking at scoreboards for the pool and possibly lanes sponsorships for meets.

Lopez asked for a recommendation to adopt the resolution

Moore asked if this policy besides the exposure for advertising and offsetting costs would this policy just help from having to take all sponsorships to Council.

Lopez's example was the IDC event where the each sponsorship level would be spelled out. If the donation is $250 then you would get this, $500 this etc as long as it doesn't go above the $5,000 mark.

Steele voiced concern with an item like the scoreboard versus a one day event. Lopez responded that if a company or companies sponsor the cost of the scoreboard then their name would be on the scoreboard. Both Steele and Reuthinger spoke of the length of the sponsorship for example Reuthinger commented that a scoreboard can last a long time so let's McDonalds sponsored a scoreboard, her question is how long would there name be on it.? If so, would there be an annual fee to keep the sponsorship on the scoreboard for example the cost of maintenance of the scoreboard or would that maintenance be another sponsorship.

Lopez again referred back to IDC and explained that if you give so much your name is on the banner and it will be in the paper and it would be seen 500 times by the public. So it would be whatever criteria that is established by the sponsorship proposal the city manager or his designee

Lopez referred back to the proposal that would be presented and it would have what the proposal is what it is supposed to be. Lopez said that the scoreboards would probably be more than the $5,000 limit and have to go to City Council.

Steele agrees with sponsorships and the revenues generated to pay for things and also to help out a business with advertising. His concern is that the sponsor would assume preferential treatment for his usage of the field because he sponsored a scoreboard and his company name was there. He has seen this happen in the past with soccer. He wants it to be very clear that you will not get any favorable treatment for your team or practices opportunities.

Lopez responded that in the packet you would state what you would get for the sponsorship.

Reuthinger used an example that she has a banner at CRC put in the gym for $750 and has to pay $250 a year to keep it up. Lopez responded that would be in the sponsorship plan.

Moore asked if this would stand with other City property like a City flag pole. Lopez answered that it would be site specific and event specific and referenced it in the policy.
Moore was specifically referencing the language in the resolution that the Commission was being asked to approve. He felt the resolution wasn't clear on the policy. He likes that sponsorships are a good idea for revenues but as is known money talks and wanted to make sure someone couldn't come in with a sponsorship that was extreme like sponsoring a police car. Lopez responded that it would be referred to the City Managers or designee needs to approve the proposal

The Commission was referred to the detailed policy attached to the Staff Report to see that provisions were included in hopes to address some of their concerns.

Steele noted that participants are being charged for programs, Youth user fee $10, Lights, and we have the Market revenue. He wants to make sure that the sponsorship is specific to "What"... i.e. scoreboard and making sure it doesn't go into the General Fund ensuring there is transparency as to what the money is being used for.

Lopez suggested that she or Armando could send over the IDC sponsorship program that has been used for the past years and it is very specific to what is provided for each level of sponsorship.

Moore noted that IDC is program specific. Moore is concerned that the resolution being passed does not include the policy attachment and wondered as the resolution is legally binding would the attached information in the policy also be legally binding.

Lopez said she could find out and Selby interjected that the policy is an attachment and would be part of the resolution

It was also noted that the Staff Report, resolution and policy were drafted with the City Attorney

Moore asked if the sponsorship money would go into the General Fund. Selby responded in most cases it would go to purchase the sponsored item (i.e. scoreboard) or event IDC.
Moore asked about the Winterbird Festival that had sponsorship "Where they running under another policy"

Lopez responded that it was the same as the IDC. There was not an official policy for them and the City is now implementing a policy.

Council Member Payne asked to speak. She stated that the Council wants to hear about your questions, suggestions and where does the money go? That is why this is coming back to the Commission for input.

Payne suggested as a Council person that before you take action if you have any concerns just say it, Council doesn't just want a rubber stamp and wants your perspective. Payne personally felt that because of the involvement of the Commissioners in the sports, the clubs and with the coaches and their thinking that it would be important to get your feedback.

Steele stated that he understood that the City Manager would have discretion over the proposed sponsorship but felt that if the discretion was not good it would fall back on the Commissions lap.

Discussion continued.

Reuthinger using the scoreboard as an example, can't see giving someone rights for a specified time like 5 years for the $5,000 purchase of that sign or forever as things happen. Lopez responded that the likelihood of the scoreboard is over $5,000 so it would go to council but if the scoreboard costs $5,000 and the life of the scoreboard is 5 years then the likelihood the sponsorship would be 5 years. Reuthinger feels that there should be some kind of maintenance too. As you all know that the scoreboards in the past things happen to them.

Lopez responded that you would not necessarily disagree with the policy it is that you would want in your policy proposal to include some sort of maintenance. Reuthinger stated that some sort of maintenance in addition to the initial sponsorship as there is annual maintenance require to the scoreboards

An additional point made by Reuthinger is if an original sponsor for whatever reason is no longer a good sponsor (i.e. the Tiger Woods case), she would like to see a clause or a provision for the City to be able to remove the sponsor.

Steele wants a maximum time limit set that say after ten years the sponsorships goes out to bid

Moore likes the idea of creating a sponsorship plan for each sponsorship and also that the sponsorship will financially benefit the park and recreation programs and facilities.

Buchannan asked if the sponsorships would help in lowering the program costs for the kids.
Lopez stated that getting new equipment for the program will benefit the programs for the kids

Buchanan noted that in the past he has asked to put his business name on the back of his teams' shirts and has been denied. His question would this policy now allow this and if his sponsorship was approved could this lower fees?

Lopez responded that with this policy he could now propose this and the lower fees could be part of the proposed sponsorship.

Upon trying to come up with a recommendation without sounding like they do not support the sponsorship idea/policy, Council member Payne readdressed the Commission and suggested that they may want to pass the resolution with their considerations or questions or clarifications. Commission Moore asked Council Member Payne if she felt their concerns were valid and she stated yes because unlike the IDC which is a one time thing you all are dealing with ongoing activities, teams and a lot more people. This way Council gets to hear what you have to say that we never get to hear.

ACTION: Steele moved to adopt a resolution approving the Parks and Recreation Facility/Program Sponsorship Policy noting three (3) concerns 1) a limit put on the maximum time of sponsorship; 2) sponsor not to get preferential treatment only advertisement; and 3) address not only the initial sponsorship but any potential maintenance if required (i.e. scoreboard – initial sponsorship for the purchase and if maintenance is required on scoreboard additional sponsorship money will be required.) The motion was seconded by Reuthinger. A vote was called for passing unanimously 4 -0.

b. **Subject:** Country In the Park – Lopez
(Recommendation to City Council)

Lopez presented the Staff report with a change to the amount needed from $1,725 to $2,225 for two additional horseshoe pits and a change to the start time from 10:00 a.m. to 9:00 a.m. was also noted.

Council Member Payne gave out posters and flyers on the upcoming event. ½ sheet flyers will be going out to the school. Vendors are still being sought by the Chamber of Commerce at $25 each. In addition to the Country in the park there will Soccer and Football games going on at Walker Park.

ACTION: Reuthinger moved to accept staffs recommendation to the City Council to 1)approve the list of activities; 2) authorize committee members to seek sponsorships for the Country in the Park Event to help defray costs; and 3) appropriate $2,225 to the applicable Public Works and Parks and Recreation budget accounts for the event. The motion was seconded by Buchanan. Vote was taken and passed unanimously 4-0.

c. **Subject:** Galt Community Alliance Committee – Payne
(Informational)

City Council and Staff had a Strategic Plan Workshop at the end of December for the next 6 months. One item is to promote community involvement in two way communication is to have a Community coalition consisting of service clubs, churches and not for profit organizations to coordinate community events and activities and to obtain volunteers. That was the action for that particular goal.

The Council recognized a challenge here in Galt is coordinating our events. For example Country in the Park, Chamber Beers, Blues, and Brews and St. Christopher's Event Harvest Festival fall on September 7th.

This Committee has put together a Community Calendar which is online now and it is easy to add things to it and add your event to it. An example was the Galt Historical Society's Evening in Italy; April 5, 2014 just added their event to the calendar.

The Committee wants to get everyone to put their event on that calendar. Moore has looked at the calendar and has found it helpful.

The Committee is collecting a huge e-mails list with these posted events and will do email blasts out to get the word out on events. You can click on event for information or highlight event,

This has been put together with the school districts, Chamber, churches, businesses.

The Commission on Aging is a small group so they do not get to do a lot of projects so along with the Beautification Committee, the Youth Committee, and the Community Character Coalition. So this Galt Community Alliance Committee can serve as an umbrella organization for these and several community organizations.

These organizations will have a Board and will be established as a City Committee for a year. After a year the Council will reevaluate whether the committee will continue as a city committee, become its own 501c3 or dissolve completely.

Moore likes the calendar and feels it is really well done.

This calendar will have a link to the City's website. Council Member Payne has contacted the other committees listed and they are excited about this organization.

d. **Subject:** ASES MOU – Lopez
(Informational)

ASES MOU – Grant funded after school program. The City is paying for 2 staff members per site and administration fees associated with running the program.

All City costs including training, fingerprinting, administrative costs, salaries etc. are reimbursed 100% by the Grant monies so there is no cost to the City to assist the School District with this program.

UPCOMING COUNCIL AGENDA ITEMS

- Parks and Recreation Facility / Program Sponsorships Policy – August 20, 2013
- Country In the Park – August 20, 2013

UPCOMING EVENTS

- Country In The Park – September 7th
- Lighting of the Night Event – December 7th

COMMISSIONERS REPORTS/COMMENTS

a. Chairperson Moore – appreciates commissioners input in the discussions tonight
b. Vice- Chairperson Buchanan- none
c. Commissioner Reuthinger - none
d. Commissioner Smith - absent
e. Commissioner Steele - none

STAFF COMMENTS

" I Love Galt" - This bi annual project working with the churches and other volunteer groups in the Community that assist the Parks staff with projects staff is not always able to get to in a timely manner is planned for September. Selby is waiting on the volunteers to decide when and whether the wvent will be happening in September or waiting until 2014.

FUTURE AGENDA ITEMS

ADJOURNMENT

Being no further business before the Parks and Recreation Commission, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Deborah Porteous-Toste, Administrative Assistant